VISION Chartfield Request Form

Instructions

Purpose: To **add**, **modify**, or **inactivate** chartfields and payroll chartfield combinations

General Instructions:

1. Complete the CF Request sheet, indicating the chartfield(s) to be added or modified. Several chartfields may be included in a single request. **Do not add rows to this sheet**. If more than 50 rows are needed, submit a separate request.
2. If the request is for a Payroll Chartfield Combination change only, indicate this on the CF Request sheet and complete the Payroll CF Combinations sheet.
3. Cells highlighted in yellow are to be completed by direct data entry. Cells highlighted in green contain dropdown lists. **Do not modify cells highlighted in gray.**
4. Changes to Business Units should be made by contacting Accounting directly at 828-0675. *Do not use this form for changes to Business Units.*
5. CF Request forms will be accepted only from a Business Manager or their designee (as identified on Form AA-F-VCF3). Submissions must be made via email to VISION-ChartfieldRequests@state.vt.us and must be submitted from the business manager or designee's email account.
6. Please allow a minimum of 48 hours for completion by Financial Operations Staff.

Additional Information:

Projects: Requests for Projects also require completion of the Project Information sheet.

Payroll: If the chartfield will be used for Payroll transactions in VTHR, the Payroll CF Combinations sheet must also be completed.

Chartfield Request

General Instructions

Do not insert rows - if more than 50 rows are needed, please submit a separate request.

1. Complete the General Information section
2. Identify if request is Payroll Chartfield Combination only by selecting Yes or No from the drop-down. *If request is Payroll CF Combination only, you may leave the rest of this form blank and skip to the Payroll CF Combinations sheet.*

Column 1: Choose Add, Change or Inactivate from the drop-down

Column 2: Select the Chartfield from the drop-down (i.e. Deptid, Program, etc.)
Note: If chartfield is Project, ***you must also complete the Project Information sheet***

Column 3: Identify whether or not the chartfield is used for payroll transactions in VTHR. If Yes - **you must also complete the Payroll CF Combinations sheet**

Column 4: For a new Deptid - Identify the level: Appropriation, Organization, or Detail

Column 5: For Org or Detail Deptid - Enter the specific Appropriation/Org level Deptid to which the Deptid will roll up

Column 6: Enter the effective date of the add/change. This column may be left blank for Projects.
Note: If the chartfield being added is used for payroll transactions in VTHR, the ***effective date must be equal to or before the first day of the payperiod*** *in which the new chartfield will first be used.*

Column 7: Enter the chartfield value you would like added, changed, or inactivated.
Note: All new values are subject to approval by Financial Operations.

Formats:

Deptid: 10 digits - beginning with last 4 characters of GL Business Unit

Account: 6 digits

Note: If account will be used for confidential expenses, an Identification of Confidential Expenses Form (Form AA-F-VCF2) must also be submitted by your appointing authority.

Fund: 5 digits - must be within fund type range (i.e. Special funds begin with 21)

Program: 5 digits

Project: 1-15 alpha-numeric characters

Class: 5 digits

Note: The purpose of the Class field is for statewide expenditure tracking or for department-specific tracking when there is no other chartfield available or appropriate for this purpose. *A request for a new Class chartfield will be denied if another chartfield is available for the same purpose.* When statewide tracking requires the use of a specific Class code, the statewide code prevails and the department will not be able to use a department-specific code on the transaction.

Column 8: Enter description of the chartfield being added or changed - *Must be 30 characters or less*

Column 9: Enter the justification or reason for request.
Note: New fund requests ***require*** *reference to a Statute and/or Acts & Resolves, and Revenue Source.*

Column 10: This column verifies the values entered in Columns 7 and 8. Fix the column indicated, if applicable. Requests received with anything other than “OK” on all rows in this column will be returned to the department.

Project Information

Adds: Complete all fields **Change/Inactivate:** Complete only changed fields

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Column 1: If spending will be controlled using a Funding Source, select "Yes" from the drop-down.

- *Projects **do not require** a Funding Source, so select "Yes" only if spending will be controlled.* If you are creating the Project for cost reporting only, select "No" from the drop-down.
- If "Yes" was selected, after Project setup has been completed by Financial Operations, the Department or Agency must allocate the funding source to the Project.

Column 2: Enter the date the Project starts and, if tied to a funding source, the first day the Project will be available to be used on a transaction
*Note: If the Project will be used for payroll transactions in VTHR, the **start date must be equal to or before the first day of the payperiod** in which the new project will first be used.*

Column 3: The date the Project ends and, if tied to a funding source, the last day the Project will be available to be used on a transaction

Column 4: Enter the Employee ID of the individual responsible for the Project. Must be a current VISION User.

Column 5: Enter the date that Project Manager assumes responsibility for project

Column 6: Select the Project status from the drop-down: Open or Closed

Column 7: Enter the date the Project becomes active(open) or date it becomes inactive(closed)
*Note: For new Projects, this date should be the **same as the Start Date***

Column 8: Enter the General Ledger Business Unit related to this Project

Payroll Chartfield Combinations

Adds: Enter ALL POSSIBLE chartfield combinations on separate rows

Changes: Changes are accomplished by deleting the existing row and adding a new value.

Adds:

1. In the Action column, select Add from the drop-down
2. Enter all possible chartfield combinations on separate rows
3. All chartfield combinations must have a Business Unit, Deptid and Fund. Complete the other chartfield columns only as applicable.

   Effective Date: Enter the effective date for the payroll chartfield combination. This date must be the **first date of the payperiod** in which it becomes effective and must be equal to or later than the effective date of the chartfield (as entered on the CF Request sheet).

Payroll Default: Each Deptid must have a default chartfield combination designated as its Default value. When adding a new Deptid, select Default from the drop-down list to designate the chartfield combination that will be used as the payroll default for that Deptid.

If you are adding a chartfield other than Deptid, you may disregard this column.

Deletes:

1. In the Action column, select Delete from the drop-down
2. Enter all chartfield combinations being deleted on separate rows
   Note: When a chartfield is inactivated, all existing chartfield combinations using that chartfield must be deleted

Changes:

Changes are made by deleting the existing row and adding the replacing value as a new row.

1. Enter the existing chartfield value with Delete selected in the Action column
2. Enter the replacing chartfield value with Add selected in the Action column

Example: Existing Code uses Deptid 1110001111, Fund 10000 and Program 12345
New Code will use Deptid 1110001111, Fund 10000 and Program 12350

Action	Unit	Deptid	Fund	Program	Project	Class	Effective Date	Payroll Default
Delete	01110	1110001111	10000	12345			6/2/2013	
Add	01110	1110001111	10000	12350			6/2/2013	